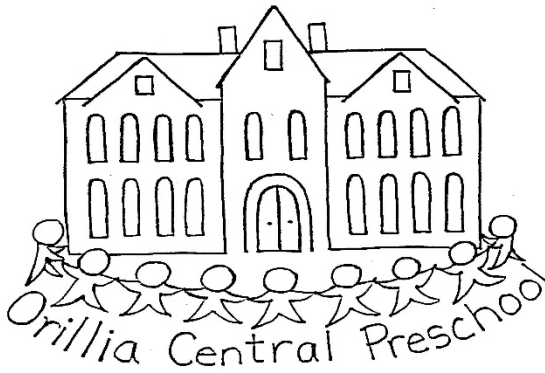




ORILLIA CENTRAL PRESCHOOL PARENT HANDBOOK

Updated: September 2026

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Our Philosophy

At Orillia Central Preschool, we believe that children are competent, capable of complex thinking, curious, and full of potential. We recognize that children thrive when they are given the opportunity to make choices, explore reasonable risks, and engage with an environment that nurtures their natural curiosity and connection to the world around them. Our goal is to provide a supportive setting where every child is encouraged to grow and develop in their own unique way.

Our programming and philosophy align with *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. We are guided by the view that play is essential to learning and that children learn best through meaningful interactions with their peers and educators. Through intentional, play-based learning, children are supported in forming positive relationships, making decisions, and participating in a wide range of enriching experiences.

Each of our classrooms offers a warm, nurturing, and thoughtfully designed environment where children are free to explore, investigate, and engage both independently and collaboratively. Classrooms are equipped with a variety of carefully selected materials that promote inquiry, creativity, and hands-on learning. Children are encouraged to move freely between activity centres that reflect their current interests, with educators supporting their exploration and development in all domains. We foster a culture of acceptance, independence, and interdependence—within an environment that is positive, respectful, and free from coercion.

Our Relationships with Families

Supporting positive and responsive interactions among children, families, educators, and staff (Ontario Regulation 137/15, Section 46.3b)

At Orillia Central Preschool, we recognize the vital role families play in the developmental, emotional, and cognitive growth of their children. Families are our most valuable partners, offering insight, knowledge, and a unique perspective that enhances our understanding and support of each child. We view parents and caregivers as the foremost experts on their children and are committed to building strong, respectful, and reciprocal relationships with them.

We strive to maintain open and ongoing communication with families. Educators are available during daily drop-off and pick-up times to share updates and listen to concerns.

When in-person conversations are not possible, we offer alternative ways to stay connected, including scheduled meetings and telephone conferences.

Families are welcome and encouraged to participate in the life of our preschool in a variety of ways. Opportunities include joining our Board of Directors, participating in committees, or assisting with events and other practical contributions. We value and deeply appreciate the time, involvement, and support our families provide in helping us create a warm, inclusive, and thriving learning environment.

Ongoing Communication with Parents and Families

Fostering engagement and continuous communication with parents (Ontario Regulation 137/15, Section 46.3h)

At Orillia Central Preschool, we are committed to maintaining open, ongoing communication with families and fostering a sense of community and connection. Throughout the year, we host a variety of social events and gatherings that bring together children, families, educators, and members of the broader community. These occasions provide wonderful opportunities for families to connect with one another, meet their children's peers, and get to know the people who are part of their child's daily life.

We warmly welcome extended family members and friends to join in the fun—there's always great food, lively activities, and sometimes even a few surprise guests!

To stay informed about upcoming events and important updates, please watch for notices on our parent bulletin board and through your Lillio App email account.

Lillio App

Foster engagement and ongoing communication with parents (Ont Reg 137/15 s.s 46.3 h)

To complement our important face-to-face interactions with our parents and families, Orillia Central Preschool offers a program called Lillio. Lillio is used by our educators to record activities on their tablets as they happen throughout the day, to keep you informed on everything from nutritional information to fun moments and learning activities. This program provides you with real-time email updates and access to a complete history of your child's experience in our program. The photos are stored safely and securely in a journal format that you can access from home or on the go through Lillio's mobile apps. This is also a great way to reinforce your child's in-program learning at home as you'll have timely insight into what they've been working on throughout the day.

Your childcare provider will observe your child to assess how they are learning and developing. They will use this information, along with evidence from photographs, videos and work samples, to document their progress and where this might be leading them. Our teachers will update you regularly through informal discussions when you collect your child.

The Importance of Play

Foster the children's exploration, play and inquiry (Ont Reg 137/15 s.s 46.3 d)

At Orillia Central Preschool, we believe that **children learn best through play**. As recognized by the Council of Ministers of Education, Canada (2012), *"Experts recognize that play and academic work are not distinct categories for young children: creating, doing, and learning are inextricably linked. When children are engaged in purposeful play, they are discovering, creating, improvising, and expanding their learning."*

Play is at the heart of everything we do. It is through play that children develop a strong sense of self-worth, creativity, and resilience. Purposeful play fosters physical development, strength, coordination, and fine and gross motor skills—while also supporting social, emotional, and cognitive growth.

Through play, children learn to navigate relationships, solve problems, take risks, and develop competence in everyday tasks. It is a dynamic and powerful process: play promotes development, and development in turn enriches the play experience—creating a continuous and upward spiral of growth and learning.

Child-Initiated and Adult-Supported Experiences

(Ontario Regulation 137/15, Section 46.3e)

"Every child is an active and engaged learner who explores the world with body, mind, and senses."

— *How Does Learning Happen? Ontario's Pedagogy for the Early Years, 2014*

At Orillia Central Preschool, we believe that meaningful learning occurs when children take the lead in their own play and exploration. Our educators carefully observe and document children's interests and curiosities, using these insights to extend and enrich their experiences within the learning environment.

By joining children in play—as co-learners rather than instructors, educators foster engagement, creativity, and critical thinking. This approach allows children to feel seen, heard, and respected as capable contributors to their own learning journeys.

Educators support these experiences by modeling, facilitating, asking thoughtful questions, and gently challenging children to deepen their inquiry. Through this responsive and intentional practice, we create a rich environment where child-initiated and adult-supported experiences work in harmony to promote lifelong learning.

Creating Positive Learning Environments and Experiences

(Ontario Regulation 137/15, Section 46.3f)

At Orillia Central Preschool, we thoughtfully design our learning environments to inspire exploration, inquiry, and creativity. Materials are carefully selected and made accessible to children throughout the day, including open shelving with loose parts, open-ended resources, engaging activity centers, and a wide range of creative supplies. These environments are intentionally arranged to reflect and support the interests of the children.

We recognize the importance of uninterrupted time for children to engage deeply in their surroundings. To honour their natural curiosity, we minimize transitions throughout the day, allowing children the space and time needed to investigate, create, and learn at their own pace.

Educators continuously observe and document children's play and development to ensure individual needs are met and learning experiences are meaningful. As part of our commitment to supporting each child's growth, educators conduct developmental screenings at key milestones using validated tools such as the *Looksee Checklists* and the *Ages and Stages Questionnaire (ASQ)*. This information helps guide programming decisions and supports our collaborative partnerships with families.

Supporting Children's Ability to Self-Regulate and Communicate

(Ontario Regulation 137/15, Section 46.3c)

At Orillia Central Preschool, we recognize that **self-regulation is a foundational skill** that supports children's overall well-being—physically, emotionally, socially, and cognitively. As Dr. Stuart Shanker (2012) notes, a growing body of research highlights self-regulation as essential to a child's long-term health, behaviour, and learning.

We are committed to helping children develop the ability to manage their emotions, focus attention, and respond appropriately to challenges. Educators support this by modeling

calm, respectful, and constructive behaviour. Through positive guidance and behaviour strategies, we help children navigate their emotions and social interactions in a safe and supportive environment.

We treat children as capable individuals by **respecting their choices, acknowledging their feelings and actions**, and empowering them to be active participants in decision-making. As they learn to care for themselves and solve problems, they build confidence, resilience, and independence.

Our program offers children opportunities to make choices and take age-appropriate, reasonable risks, helping them develop a strong sense of agency. Educators support communication by engaging children in meaningful conversations throughout the day—narrating experiences, asking open-ended questions, and truly listening.

Snacks and meals are served in a **family-style setting**, providing a warm, social atmosphere where children are encouraged to share thoughts, practice turn-taking, and develop strong communication skills in a natural and nurturing context.

Inside, Outside, Upside Down

Incorporating indoor and outdoor play, active play, rest, and quiet time with consideration for individual needs

(Ont. Reg. 137/15, Section 46.3g)

At Orillia Central Preschool, we recognize the importance of a predictable yet flexible daily routine. Consistency provides children with a sense of stability and security, while flexibility allows educators to respond meaningfully to children's individual interests, developmental stages, and needs as they arise. Our program is thoughtfully designed to include a healthy balance of **indoor and outdoor play, active exploration, rest, and quiet moments**, ensuring that each child has opportunities to engage in a variety of experiences throughout the day.

We believe that learning happens everywhere and all the time. That's why we intentionally plan for a **minimum of two hours of outdoor play daily**, weather permitting. The outdoor environment offers rich opportunities for physical development and imaginative exploration. It is here that children can run, climb, leap, and jump, as well as develop important manipulative skills like pushing swings, pulling wagons, and lifting or carrying objects. These experiences not only build strength and coordination but also encourage confidence and independence.

We view outdoor play as a natural extension of the learning that happens indoors. Children are encouraged to invent games, take initiative, and interact with peers in ways that support self-expression and problem-solving. Whether children are engaged in solitary play, cooperative activities, or group games, our educators foster a sense of safety, belonging, and autonomy in both indoor and outdoor environments.

By carefully balancing high-energy and quiet activities, and providing time for both group and individual engagement, we create a rhythm to the day that honours each child's natural curiosity, energy levels, and unique ways of learning.

Rest and Sleep Policy

Research shows that toddlers benefit from **up to 14 hours of sleep per day**, while preschool-aged children generally require **10 to 13 hours** for optimal health and development. Adequate sleep supports healthy physical growth, enhances memory consolidation, and promotes emotional regulation. Families often find that well-rested children are better equipped to engage in learning, maintain focus, and manage behavior.

At Orillia Central Preschool, we respect each child's need for rest and strive to create a calm, soothing environment during rest time. We do **not** promote waking a sleeping child prematurely. Toddlers and preschoolers are allowed to sleep for up to **1 hour and 45 minutes**, after which our staff gently encourage waking by gradually turning on classroom lights, turning off sleep sounds, and removing blankets. Once the classroom becomes more active, children who have slept for 2 hours will be gently woken to transition into the next part of their day.

Rest Time When Parents or Guardians Request "No Sleep"

If a parent or guardian requests that their child **not sleep** during rest time, the following procedures will be followed:

- The child will be provided with a cot in a **quiet but busier area of the classroom** (e.g., near the door, by the washroom, or close to staff continuing classroom activities during rest time).
- Staff **will not rock or coax the child to sleep**.
- The child will be offered **quiet activities** to engage with while on their cot, such as books, puzzles, or manipulatives.

- If the child **falls asleep on their own**, staff will allow sleep for up to 1 hour, after which the child will be gently awakened by turning on lights near their cot and softly moving the cot, taking care not to disturb other children. Once awake, the child will be assisted with toileting and offered quiet activities at a table.
- If the child **does not fall asleep**, after approximately 20 to 30 minutes—once other children are settled—the child will be invited to move to the table to continue with quiet activities while the rest of the group continues resting.

This policy balances respect for individual sleep needs with routines that support the entire group's well-being and learning.

Our Staff

Supporting Continuous Learning of Educators

(Ont Reg 137/15 s.s 46.3 j)

At Orillia Central Preschool, we recognize that well-trained educators play a vital role in enriching each child's experience within our preschool environment. Our team consists of Registered Early Childhood Educators (RECEs) who are carefully selected for their specialized knowledge, caregiving skills, and expertise in child guidance, in accordance with the **Child Care and Early Years Act**.

Our professional educators engage as co-learners alongside children and families. They learn with and from the children, fostering meaningful relationships that allow them to actively participate in play, support children's development, and extend their learning through thoughtful interaction.

Continuous Learning

(Ont Reg 137/15 s.s 46.3 j)

Our dedicated staff are committed to lifelong learning and professional growth. They are reflective practitioners who regularly participate in practicums, seminars, and conferences to stay current with the latest research and best practices in early childhood development and education. Our educators also collaborate and reflect with their peers, sharing ideas and strategies to continuously enhance the quality of care and learning experiences offered to our children.

Program Statement and Philosophy Review

(Ont Reg 137/15 s.s 46.3 k)

At Orillia Central Preschool, our program statement and philosophy are regularly reviewed and updated to align with changes in the **Child Care and Early Years Act** and evolving principles outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years* (2014). We continually assess the impact of our program within the classroom to ensure it meets the diverse and changing needs of the children we serve.

To support this ongoing improvement, parents and staff are invited to participate in annual surveys, helping us maintain compliance with policies and respond to emerging trends and family needs in child care. Additionally, all staff conduct a thorough review of the Policies and Procedures established by our Board of Directors each year.

Health, Safety and Nutrition

(Promote the health, safety, nutrition and well-being of children — Ont Reg 137/15 s.s 46.3a)

At Orillia Central Preschool, we prioritize the health and well-being of every child in our care. Our centre is designed for **healthy** children; a child who is unwell may not benefit fully from our program and could impact the health of others. If you have any concerns about your child's health, please keep the mat home and consult your family doctor.

Should your child become ill while at the centre, we will notify you promptly, and we expect you to arrange for your child to be picked up as soon as possible.

We strongly encourage families to arrange a reliable **backup caregiver** for days when their child is too unwell to attend preschool.

Please keep your child at home in the event of:

- A communicable disease*
- Fever
- Rash of any kind until diagnosed and treated, or deemed harmless by a medical practitioner
- Severe colds (excessive coughing, sneezing, or purulent nasal discharge)
- Diarrhea**
- Vomiting**

- Red or matted eyes
- Head lice — Due to the highly contagious nature of head lice, children with lice or nits are not permitted to attend until treated with appropriate shampoo.

*If your child has been absent due to an infectious disease, a doctor's note may be required before returning to class.

**Children must remain home for 24 hours after the last occurrence of diarrhea, vomiting, or fever, in accordance with current guidance from the Simcoe Muskoka District Health Unit (SMDHU). During outbreaks, exclusion periods may be extended per SMDHU recommendations.

Administration of Medications

(Promote the health, safety, nutrition and well-being of children — Ont Reg 137/15 s.s 46.3a)

Orillia Central Preschool will administer medication to a child **only** when written authorization is provided by a parent or physician. This authorization must include a schedule specifying the times and dosages for administration.

Medications must be supplied in their **original container** as dispensed by a pharmacist or in the original package of purchase. The container or package must be clearly labeled with:

- The child's name
- The name of the medication
- The dosage
- Date of purchase and expiration

Please ask your educator or the Executive Director for a Medication Administration Form to complete prior to medication being given.

Immunizations

(Promote the health, safety, nutrition and well-being of children — Ont Reg 137/15 s.s 46.3a)

All children enrolled at Orillia Central Preschool are required to be immunized, and a record of immunizations must be kept on file.

If a parent or guardian objects to immunization due to sincerely held religious or conscience beliefs, a **written objection** must be submitted to the Executive Director. Additionally, if a legally qualified medical practitioner provides written medical reasons for exemption, the child will be exempted from immunization requirements.

Parents and guardians are responsible for reporting their child's immunization records to the appropriate public health unit to maintain up-to-date records, as required by the **Immunization of School Pupils Act (ISPA)** and the **Child Care and Early Years Act**.

Please note that healthcare providers in Ontario do **not** automatically report immunizations to the local public health unit.

Upon registration and enrollment at Orillia Central Preschool, families must upload a copy of their child's immunization record to the Simcoe Muskoka District Health Unit's portal at www.smdhu.org/immsonline.

Special Health Conditions

(Promote the health, safety, nutrition and well-being of children — Ont Reg 137/15 s.s 46.3a)

It is essential that families inform us of any **special health needs, conditions, or dietary requirements** their child may have. To ensure proper care, we may request documentation such as physician reports or care plans outlining your child's condition and needs.

If a child requires **specialized medical care or procedures** that necessitate staff training (e.g., use of an EpiPen, feeding tubes, seizure protocols), enrollment or re-enrollment will only occur **once appropriate training has been completed** by all necessary staff members.

Our priority is to provide a safe and supportive environment that meets the individual needs of every child in our care.

Nutrition

(Promote the health, safety, nutrition and well-being of children — Ont Reg 137/15 s.s 46.3a)

At Orillia Central Preschool, children are served **nutritious lunches and two snacks daily**, in accordance with:

- *Canada's Food Guide*

- *Nutrition for Healthy Term Infants*
- Simcoe Muskoka District Health Unit guidelines

Our educators model healthy eating habits and encourage children to explore a variety of foods to support the development of **lifelong positive eating practices**.

Menus are posted weekly on our **Parent Information Board**, with food groups clearly indicated for ease of reference.

If a child requires a **specialized menu** due to medical or dietary needs (as recommended by a physician), the Executive Director and Centre Chef will consult with the family to accommodate the child's needs on a case-by-case basis.

For the safety of all children, **outside food and drink are strictly prohibited** at Orillia Central Preschool. Due to the risk of **cross-contamination of allergens**, all food served at the Centre is prepared on-site by our Chef.

If your child arrives **more than one hour before a scheduled snack time**, a healthy snack will be provided by the Centre to meet their nutritional needs.

Community Partners

(Involve local community partners and allow those partners to support the children, their families, and staff — Ont Reg 137/15 s.s 46.3i)

Orillia Central Preschool values and fosters strong partnerships with community organizations to enhance the well-being and development of the children in our care.

We are proud to collaborate with **CLH Midland Developmental and Support Services** through their Resource Consultant Program. This program works closely with families to develop individualized intervention plans, recognizing the home environment as a vital influence in a child's growth. Professionals such as Speech-Language Pathologists, Occupational Therapists, Physiotherapists, Pediatricians, and Psychologists may also be involved in assessing and support the child's development.

Service coordination is offered to help families navigate available resources and support. In addition to working directly with families, the Resource Consultant Program provides **consultation and in-class support** to ensure that children with special needs are meaningfully included in their peer groups. This partnership also helps facilitate a smooth transition to kindergarten, working closely with local school boards.

If you have any questions or would like to learn more, please speak to your child's educator, the Executive Director, or contact **CLH Midland at (705) 526-4253**.

We are also grateful for our relationships with a variety of local partners. The children enjoy regular visits to community services such as the **Orillia Fire Department, Police Station, Canada Post Office**, and **neighbourhood grocers**. We also host **Public Health Nurses** and representatives from local businesses who enrich our programming with educational and engaging experiences.

At Orillia Central Preschool, we believe that strong community connections foster a sense of belonging and support lifelong learning.

Our History

From 1985 to 1994, Orillia Central Preschool (OCP) operated as part of Catulpa Tamarac Child and Family Services. On October 1, 1994, Orillia Central Preschool officially became a separate, non-profit, charitable corporation governed by a community-based Board of Directors. At that time, OCP offered a half-day morning preschool program for children aged 2½ to 5 years, running from 9:00 a.m. to 12:00 p.m.

In April 1996, OCP expanded by launching the Learning, Earning and Parenting (LEAP) Program. This initiative was designed to support young parents in completing their high school diploma by providing high-quality care for their infants.

As the community's needs evolved, so did OCP. In January 2014, we acquired an additional location, establishing Orillia Central Preschool North to better serve local families.

In 2017, OCP closed its doors at the historic Orillia Central School, marking the end of more than 130 years of children's laughter in the beloved century-old building. But as one chapter closed, another opened: we proudly partnered with the Simcoe County District School Board to open Orillia Central Preschool, Orchard Park in a purpose-built facility at Orchard Park Elementary School. This new location allowed us to expand our services and better meet the growing needs of our community.

Continuing our growth, OCP was invited to partner with the Simcoe Muskoka Catholic District School Board, and in January 2020, we proudly opened Orillia Central Preschool South.

Today, OCP is honoured to serve over 300 children daily across five locations, providing care for children from 1 month to 12 years of age. Both our Orchard Park and South locations offer before- and after-school programs, as well as full-day care during school closures.

In response to further community demand, we launched a Before and After School Program at Uptergrove Public School in Ramara in February 2023, and another at Rama Central Public School in Washago in September 2024.

Orillia Central Preschool is proud of its legacy and continued commitment to supporting children and families across our region.

Payment of Invoices

Orillia Central Preschool is proud to partner with the Federal and Provincial governments to offer all families access to high-quality, affordable child care. As participants in the **Canada-Wide Early Learning and Child Care (CWELCC)** program, our fees for children aged 0–6 are set by the Province of Ontario.

Monthly Fee Payment

- Monthly fees **must be paid by the 20th of each month.**
- A **late fee of \$25.00** will be applied to payments received after this date.
- If an account is in arrears **more than three times**, your child care space may be subject to termination.

Payment Options

- We accept e-transfers for the payment of monthly fees.
- Please contact your Program Supervisor if you need assistance with this process.

Refunds and Adjustments

- Accounts are reviewed monthly.
- Any over payments will be credited on your following invoice.
- If an over payment is identified after your child has been discharged, a **refund cheque** will be issued.

Admission and Discharge Policy

Children are admitted on a first-come, first-served basis. A current wait list is maintained to fill vacancies as they arise. For more information, please refer to our **Wait List Policy** (located in the Appendices).

We strongly encourage families to visit the centre **prior to enrolment** to:

- Meet the educators
- Familiarize themselves and their child with the environment
- Ask questions
- Complete the required admission forms

During the first week, families are welcome to **stay with their child** at drop-off to help ease the transition and minimize separation anxiety.

What to Bring

Please send the following labeled items with your child:

- Indoor shoes
- A blanket
- A soft stuffed toy for rest time
- A complete change of clothes
- A two-week supply of disposable diapers (if applicable)

We recommend using Mabel's Labels or similar products to label your child's belongings.

Withdrawal Criteria

To withdraw your child from Orillia Central Preschool, **written notice must be provided at least two weeks in advance.**

Please note:

- If a family chooses to temporarily withdraw their child, a permanent space cannot be guaranteed upon return.
 - In such cases, the child will be placed on the wait list and offered a space when one becomes available, in accordance with our Wait List Policy
-

Program Fee and Information

Orillia Central Preschool offers full-day child care and Before & After School Programs (BASPs) in partnership with local schools. We are proud to participate in the **Canada-Wide Early Learning and Child Care (CWELCC)** program, which significantly reduces fees for eligible children under the age of 6.

Full-Day Child Care (6:30 a.m. - 6:00 p.m.)

Classroom	Age	Base Fee	CWELCC Fee
Infant	1 month – 18 months	\$70.00/day	\$22.00/day
Toddler	18 months – 2.5 years	\$60.00/day	\$22.00/day
Preschool	2.5 years – 5 years	\$55.00/day	\$22.00/day

Before and After School Programs (BASPs)

Locations: Orchard Park, St. Bernard's, Uptergrove, Rama Central

Hours of Operation:

- **Morning:** 6:30 a.m.– School Start
- **Afternoon:** School Dismissal – 6:00p.m.

Program Fees (Kindergarten to 6 Years Old)

Program Type	Base Fee	CWELCC Fee
AM Only	\$17.98/day	\$12.00/day
PM Only	\$20.04/day	\$12.00/day
AM & PM Combined	\$28.38/day	\$12.00/day
Full Day	\$56.76/day	\$19.37/day
Summer Program	\$57.93/day	\$22.00/day

Program Fees (Primary/Junior - 6+ Years Old)

Program Type	Base Fee	CWELCC Fee
AM Only	\$17.98/day	N/A
PM Only	\$19.15/day	N/A
AM & PM Combined	\$27.21/day	N/A
Full Day	\$50.97/day	N/A
Summer Program: 5days/week only	\$ TBD /day	N/A

Program Availability

- A **minimum number of children** are required for each program to operate.
- Families are surveyed annually to determine interest and viability.
- **Program availability may vary** by school year and location.

To find out which schools currently offer Before and After School programs:

- Visit the Simcoe County District School Board > *Schools* > *Before and After School Care*
- Or speak to staff in the **Orchard Park school office**.

More detailed information is available in the SCDSB's **"Before and After School Programs: Parent Handbook."**

Statutory & Civic Holidays

Orillia Central Preschool observes the following **Statutory and Civic Holidays**:

- **Family Day**
- **Good Friday**
- **Easter Monday (closed – no charge to families)**
- **Victoria Day**
- **Canada Day**
- **Civic Holiday (August)**
- **Labour Day**
- **Thanksgiving Day**
- **Christmas Day**
- **Boxing Day**
- **New Year's Day**

Please note:

- If a holiday falls on a day your child is regularly scheduled to attend, **fees are still required.**
- Additional **Christmas closure days** may be designated by the Board of Directors and will be **at no cost to families.**

Vacation Days, Sick Days, and Holidays

Families are responsible for paying fees for **all scheduled days**, regardless of attendance. This includes:

- Sick days
- Vacation days
- Statutory and civic holidays

No refunds or credits will be issued for absences on these days.

Fee Subsidy

Government fee subsidies may be available through the **County of Simcoe Children Services Department**.

To inquire about your family's eligibility:

Phone: 705-722-3132

Hours of Operation

Orillia Central Preschool operates **year-round**.

- **Hours:** 6:30 a.m. – 6:00 p.m., Monday to Friday
 - Families will be asked in **early November** for their Christmas schedules and in **early March** for summer scheduling.
 - The Board of Directors will annually review the **Christmas break** period. Depending on the calendar year, the preschool may close between **Christmas Eve and New Year's Day**.
-

Inclement Weather Policy

While closures are rare, **Orillia Central Preschool may close** in the event of:

- Severe weather
- Loss of facility utilities
- Other unforeseen emergencies

Closure Announcements:

- By **7:30 a.m.** on local radio stations:
 - *Pure Country 105.9*
 - *ROCK 95.7*
- Also posted on:
 - Our **website**
 - **Lillio App**

Please note:

- **No refunds or credits** will be issued for service interruptions due to inclement weather or emergencies.
- For **anticipated hazardous weather**, a **delayed opening at 9:00 a.m.** may be announced **the evening before**.
 - Families will be notified via **Lillio App** – please check your account regularly.
- If **Simcoe County School Boards close**, **Orillia Central Preschool cannot operate**. We will notify families as soon as we are informed.

Arrival and Pick-Up Procedure

To ensure the safety and well-being of all children in our care, Orillia Central Preschool has the following procedures in place:

Authorized Pick-Up

- Children will **only be released** to:
 - A parent or guardian, or
 - An individual authorized in writing by the parent/guardian.
- All individuals picking up children must be 18 years of age or older.
- If a person unknown to staff is picking up a child, photo identification will be required.
- In the case of separated or divorced parents, the Preschool will follow the instructions of the parent who enrolled the child unless a legal custody agreement has been provided.
 - **Please submit a copy of custody papers** if applicable.

Arrival Procedures

- Parents/guardians must sign their child in and out daily using the attendance sheet provided in the classroom.
- Children must be **accompanied into the Centre** and a **staff member must be notified** of their arrival.

- Parents are responsible for the child **until a teacher has acknowledged the drop-off.**
- Parents are responsible for supervising siblings or other children not enrolled in the program during drop-off or pick-up.
- Regular routines help children feel secure. We encourage families to maintain consistent drop-off and pick-up times.

Absences and Communication

- Please **notify the Preschool if your child will be absent** for any reason.
- Ongoing communication is essential. We encourage you to speak with your child's educators regularly about their day and development.

Unexpected Situations

If a child:

- **Does not arrive** as expected, or
- **Is not picked up** on time,

Staff will contact the parent/guardian immediately to ensure the child's safety.

Unauthorized Pick-Up Attempts

If an unauthorized person attempts to pick up a child:

1. The child will remain with staff.
2. Staff will attempt to contact the parent/guardian.
3. If contact is not made, the child will stay at the centre until confirmation is received.
4. If the person refuses to leave without the child and no confirmation is given, the police will be contacted for support.

Suspected Impairment at Pick-Up

If a staff member believes that a parent or authorized individual is impaired (e.g., due to alcohol or drugs):

- The staff member will:
 - Express their concern, and

- Encourage the individual to arrange alternate transportation for both them and the child.
- If the individual insists on leaving with the child, **police will be contacted immediately.**

Late Pick-Up Fees

Orillia Central Preschool closes at **6:00 p.m.** Parents arriving late will be charged a **late**

fee: Time	Fee
6:01 – 6:15 p.m.	\$1.00 per minute
6:16 – 7:00 p.m.	\$2.00 per minute

- If a child is not picked up by **6:00 p.m.** and the Preschool has not been contacted:
 - Staff will begin calling emergency contacts listed on the registration form.
- If **no contact has been made by 6:45 p.m.:**
 - The **Ontario Provincial Police** and **Family Connexions** will be contacted.
 - The child will be released to their care at **7:00 p.m.**

Late fees will be added to your **monthly invoice.**

Parent Boards

Parents are asked to check the **Parent Info Board** located in the main hallway regularly. This board contains valuable information such as weekly snack and lunch schedules, special activities, communicable disease notices, monthly fire drill dates, and other pertinent updates.

Files

According to the Child Care and Early Years Act (CCEYA), section 72, the preschool maintains a file for each child. Each file includes registration and medical forms, along with relevant information about the child. Parents wishing to review their child's file should make an appointment with the office.

Board of Directors

The Board of Directors for ORILLIA CENTRAL PRESCHOOL consists of up to nine members drawn from our parent community and the wider community. Board members engage actively and hands-on, providing opportunities to meet others and develop skills and experience. If you are interested in joining, please contact the Executive Director.

Child Abuse Reporting

Our staff have been trained to recognize signs and symptoms of child abuse. By law, we are required to report any suspected child abuse to Family Connexions, Simcoe County.

Confidentiality

Information shared by parents or guardians is used solely by preschool staff to provide appropriate and effective care. All information is kept confidential and is only released with the consent of the parent or guardian. All children's records remain the property of Orillia Central Preschool.

Parents and guardians have the right to access their child's records upon request. We encourage parents to respect confidentiality guidelines by not sharing any personal information about other children, families, or staff that they may learn about while at the centre.

Emergency Management

Orillia Central Preschool has Emergency Management Policies and Procedures in place in the event of an emergency. Parents will be notified via Lillio App and/or telephone. Our long-term evacuation site for

OCP Orchard Park is:	Orillia Central Preschool North 547 Lacie Street, Orillia ON 705-327-5764
OCP North is:	Orillia Central Preschool Orchard Park 24 Calverley Street, Orillia, ON 705-327-2764
OCP South is:	Regent Park Public School 485 Regent St, Orillia, ON 705-259-6600

REQUIREMENTS TO POST SERIOUS OCCURANCES IN LICENSED CHILD CARE PROGRAMS

The safety and well-being of your child(ren) is our highest priority, and we work diligently to provide a safe, creative and nurturing environment for each child. However, serious occurrences can sometimes take place.

Effective November 1, 2011, the Ontario government has introduced that all childcare centres are required to post information about serious occurrences that happen at the centre in a visible area for 10 days. A serious occurrence could include; serious injury to a child, fire or other disaster on site and/or a complaint about the standard of service.

Our centre is already required to report serious occurrences to the Ministry of Education, which is responsible for child care licensing. This new policy requires us to post information in our centre so that parents also have access to information about the incident, outline follow-up actions taken and the outcomes, and preventative measures if applicable while respecting the privacy of the individuals involved.

ADDITIONS TO THE VOLUNTEERS AND PLACEMENT STUDENT POLICY

We are an active partner in our community and are continually involved in mentoring opportunities to promote the importance of Early Childhood Education. Throughout the year we encourage and welcome volunteers and placement students to participate in our child care program.

Effective September 6, 2011, all childcare centres are required to develop and implement a policy for the supervision of volunteers and placement students in childcare programs. The policy clarifies that volunteers and placement students do not have unsupervised access to the children and do not count in staffing ratios at our centre.

We already maintain an Orillia Central Preschool Volunteer and Student policy that states; volunteers and students do not have unsupervised access to the children and at no time do volunteers and placement students count in ratios.

Parent Issues and Concerns Policy 2024

Development Date	July 2017
Revision Date	September 2024
Executive Director	MaryAnn McLennan

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Policy

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Orillia Central Preschool and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within three (3) business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Family Connexions).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Important

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact Family Connexions directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Procedure

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - the supervisor or licensee.	- Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within Click here to enter text. business days. Document the issues/concerns in detail. Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to - the individual directly or - the supervisor or licensee. All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	
Student- / Volunteer-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	

Escalation of Issues or Concerns:

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Executive Director and/or Board of Directors.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts

MaryAnn McLennan, Executive Director, Orillia Central Preschool: (705) 327-2764 or ocp@rogers.com

Kristin Reid, President of Board of Directors, Orillia Central Preschool: kristin.l.shaw@gmail.com

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Simcoe Muskoka District Health Unit, Investigation and Enforcement Sector, Day Nurseries: 1-877-721-7520

Simcoe Muskoka Family Connexions (CAS), Simcoe County: [1-800-461-4236](tel:1-800-461-4236) in Muskoka: 1-800-680-4426

Safe Arrival and Dismissal Policy and Procedures

Development Date	November 17, 2023
Revision Date	October 16, 2025
Executive Director	MaryAnn McLennan

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

The following policy and procedures will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

Orillia Central Preschool will ensure that **any child receiving child care within our organization is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization** that the child may be released to.

Children in care in all Orillia Central Preschool programs will only be released to adults (must be 18 years of age)

Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedure

Accepting a child into care

When accepting a child into care at the time of drop-off, program staff in the room must:

- greet the parent/guardian and child.
- ask the parent/guardian how the child's evening/morning has been and if there are **any changes to the child's pick-up procedure** (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is recorded on the Registration form, or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note, Lillio App, or email).

- document the change in pick-up procedure in the daily written record.
- sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:

- inform Program Supervisor.
- the Program Supervisor or designate will commence contacting the child's parent/guardian no later than 10:30am.
 - Program Supervisor or designate will attempt to contact the parent or guardian via Lillio App. If no response is received within 1 hour, our next step will be to call parents or guardian by phone. If available, a message will be left on the phone; if no message service is available, we will call the next contact on the emergency list. Continued efforts will be made until we reach an adult to confirm absence, or we are able to leave a message advising of absence.
 - If no contact can be made to confirm the child's absence the Program Supervisor will notify Executive Director.

Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

If an unauthorized person attempts to pick up a child

One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian.

- If the parent/guardian confirms that an unauthorized person can pick up child, parent will be asked to email or Lillio App message the Centre for written confirmation before child is released.
- If the parent/guardian cannot be reached, the child will be kept at the centre until the parent can be reached for confirmation.
- If the parent does not give confirmation, the person trying to pick up the child will be asked to leave.
- Police will be called for support if necessary.

Where a child has not been picked up and the centre is closed

Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:00pm, staff shall ensure that the child is given a snack and activity, while they await their pick-up.

- One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire about their pick-up time.
- If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall begin calling emergency contacts from the child's Registration form.
- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:45 pm, the staff shall proceed with contacting Family Connexions at 705 325 1005. Staff will follow the direction of Family Connexions.

Important Note:

Out of concern for the children in our care, if an employee suspects that a parent or other authorized person picking up a child is impaired (e.g., alcohol or drugs), the following steps will be taken:

- Staff will advise the person of their concern and encourage him/her to arrange alternative transportation for him/herself and the child
- If the person refuses and leaves with the child, staff will contact the police and advise them of the situation. Orillia Central Preschool employees are also obligated to inform Family Connexions (705)325 1005.

Accommodation

In extreme cases, consent for pick up may be granted to a responsible minor. Appropriate documentation can be obtained from the Program Supervisor.

Anaphylactic Policy and Procedures

Development Date	January 2016
Revision Date	July 2024
Executive Director	MaryAnn McLennan

Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, employees, students, volunteers, and visitors at the childcare centre.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for childcare centres. The requirements set out in this policy align with Sabrina's Law, 2005.

Policy

Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies

- Before attending the child care centre, the supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
- Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation (the form **in Appendix A** may be used for this purpose).
- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.

- All individualized emergency medical plans will be made readily accessible at all times to all employees, students and volunteers at the childcare centre and will be posted. A copy will also be placed in the child's file, as well as in each emergency binder (classroom and office)
- All individualized emergency medical plans will be reviewed with the parents of the child annually, or as necessary to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students, and volunteers at the childcare centre:

- Do not serve foods where its ingredients are not known
- Do not serve items with "may contain" warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- Ask the caterer or cook to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- In cases where a child has food allergies and the meals and snacks provided by the childcare centre cannot meet the child's needs, ask the child's parents to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
- Ensure that parents label food brought to the childcare centre with the child's full name and the date the food arrived at the childcare centre, and that parents advise of all ingredients.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Encourage parents who serve food containing allergens at home to ensure their child has been rid of the allergens prior to attending the childcare centre (e.g., by thoroughly washing hands, brushing teeth, etc.).
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the childcare centre.

- Make sure each child's individualized emergency medical plans are kept up to date and that all employees, students, and volunteers are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update employees, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

Rules for Parents who send Food with their Child

- Ensure that parents label food brought to the child care centre with the child's full name and if applicable, the date the food arrived at the child care centre.
- Parents must advise the child care centre of all ingredients in food supplied by the parent or any ingredients to which children may be allergic.

Communication Plan

The following is our communication plan for sharing information of life-threatening and anaphylactic allergies with employees, students, volunteers, parents, and families:

- Parents will be encouraged not to bring outside food into the centre to avoid cross contamination of allergens.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child and describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving childcare.
- The caterer, cook, individuals who collect groceries on behalf of the childcare centre and/or other food handling staff, where applicable, will be informed of all the allergies at the childcare centre, including those of children, employees, students, and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The supervisor or designate will communicate with the caterer/cook about which foods are not to be used in food prepared for the childcare centre and will work together on food substitutions to be provided.

- The childcare centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established Serious Occurrence Policy and Procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of the childcare centre and that it is effectively achieving its intended result.

Drug and Medication Requirements

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the Administration of Drugs and Medications Policy will be followed, including the completion of a parental authorization form to administer drugs and medications.
- Emergency allergy medication (e.g., oral allergy medications, puffers, and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

Training

- The Executive Director will ensure that the supervisor/designate and/or all employees, students and volunteers receive training for a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.
- Where only the supervisor/designate has been trained by a parent, the supervisor/designate will ensure training is provided to all other employees, students, and volunteers at the childcare centre.
- Training will be repeated any time there are changes to any child's individualized plan and emergency procedures.
- A written record of training for employees, students, and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept.

Confidentiality

- Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Family Connexions).

Procedure

To be followed in the circumstances described below:

Circumstance	Roles and Responsibilities
A child exhibits an anaphylactic reaction to an allergen	1. The person who becomes aware of the child's anaphylactic reaction must immediately: i. Implement the child's individualized plan and emergency procedures ii. Contact emergency services and a parent/guardian of the child, or have another person do so where possible, and iii. Ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e., given to emergency services, or in accordance with the drug and medication administration policy) 2. Once the child's condition has stabilized, or the child has been taken to the hospital, staff must: i. Follow the childcare centre's Serious Occurrence Policy and Procedures, ii. Document the incident in the daily written record, and iii. Document the child's symptoms of ill health in the child's records

Glossary

Anaphylaxis: a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Symptoms can vary for different people, and can be different from one reaction to the next, including:

- Skin: hives, swelling, itching, warmth, redness, rash

- Breathing (respiratory): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness/swelling, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and watery eyes, sneezing), trouble swallowing
- Stomach (gastrointestinal): nausea, pain/cramps, vomiting, diarrhea
- Heart (cardiovascular): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, feeling of “impending doom”, headache, uterine cramps, metallic taste in mouth

(Source: <http://foodallergycanada.ca/about-allergies/anaphylaxis/>)

Causative Agent (allergen/trigger): a substance that causes an allergic reaction. Common allergens include, but are not limited to:

- Eggs
- Milk
- mustard
- peanuts
- seafood including fish, shellfish, and crustaceans
- sesame
- soy
- sulphites which are food additives
- tree nuts
- wheat
- latex
- insect stings

Epinephrine: A drug used to treat allergic reactions, particularly anaphylaxis. This drug is often delivered through an auto-injector (e.g. EpiPen or Allerject).

ORILLIA CENTRAL PRESCHOOL

Waitlist Policy

Development Date	January 2017
Revision Date	March 2026/September 2024
Executive Director	MaryAnn McLennan

Purpose

This policy and the procedures within provide for Orillia Central Preschool's waiting list to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

At Orillia Central Preschool, we recognize the increased need for quality childcare in our community. Orillia Central Preschool does its very best to accommodate as many families seeking care as possibly in all our locations. In keeping with the regulations set out by the Ministry of Education in the CCEYA, Orillia Central Preschool has developed a centralized waitlist when full enrolment has been reached in one or more of our classrooms, in one or more of our programs.

Policy

Orillia Central Preschool will strive to accommodate all requests for the registration of a child at the child care centre.

Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.

Procedure

The Program Supervisor will receive parental requests to place children on a waiting list via in person, telephone, email or online application through orilliacentralpreschool.com

The Program Supervisor will place a child on the age appropriate waiting list in chronological order, based on the date and time that the request was received.

Once a child has been placed on the waiting list, the Program Supervisor will inform parents of their child's position on the list.

Determining Placement Priority when Space Becomes Available

1. When space becomes available in the program, priority will be given to
 - Children of staff
 - Children that are currently enrolled and need to move to the next age group
 - Siblings of children currently enrolled at Orillia Central Preschool

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- First Responders and Medical Practitioners (active OPP, Fire, Paramedics, Doctors, Nurses)
 - Orillia Central Preschool Programs operating within publicly funded schools will provide priority placement to school board staff within that location.
2. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. An available space will be offered to the first family on the wait list who meets the following criteria:
 - **Requiring full-time care (4–5 days per week)**
 - Closest to the date for required care
 - Age appropriate at date for required care
 - Highest on wait list
2. Parents will be contacted via telephone, email or both. (Please note: it is the responsibility of the parents to ensure Orillia Central Preschool is in possession of accurate contact information.)

Parents are required to contact Orillia Central Preschool within 24 hours to accept or decline the available space.

If no contact has been made after 24 hours, Orillia Central Preschool will offer the space to the next prospective family based on the criteria outline above.

The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.

Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

We encourage prospective families to connect with Orillia Central Preschool every 3 months to ensure their child remains on the waitlist.

Important Note

Orillia Central Preschool does not charge for placement on the waitlist.

Sleep Supervision Policy and Procedures

Development Date	September 2016
Revision Date	April 2021/ October 2025
Executive Director	MaryAnn McLennan

Purpose

Children's sleep and rest play an integral part in a child's well-being and development. The purpose of the policy and procedure described within is to provide staff, students and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping

The procedures provided for placing children under 12 months of age on their own backs to sleep align with the requirement to meet the recommendations set out in Health Canada's documents entitled "*Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada.*"

Procedures for monitoring sleeping children reduce the risk or harm of injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies for child care centres.

Policy

General

- All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs
- Children under 18 months of age will be provided time to sleep based on their individual schedules, and will be assigned to a crib
- Only light, breathable blankets will be used for infants
- Sleep position devices will **not** be used to assist children in falling asleep
- In the instance that a child falls asleep in a swing, stroller or other device, the child will be moved to his or her labeled crib/cot and placed to sleep on his or her back.
- If a child falls asleep in a chair that lies flat when locked in a recline position, a staff will remain with that child until they are placed in their crib/cot to sleep on their back.
- All children 18 months of age or older will be provided time to sleep for a period of no more than two hours each day, and will be assigned to a cot
- Where children are sleeping in a separate sleep room or area, their names will be listed on the sleep room white board that that staff can immediately identify which children are present in the room/area

Placement of Children for Sleep

- Children under 18 months of age will be placed in their assigned cribs for sleep
- Children over 18 months of age who sleep will be placed on individual cots
- All children who are younger than 12 months of age will be placed on their backs to sleep in accordance with the recommendations set out in Health Canada's document entitled "*Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada*", unless other instructions are provided in writing by the child's physician. Parents of these children will be advised of the centre's obligations to place their child(ren) to sleep on their backs

Consultation with Parents

- All parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable. This information will be available for parents in the Parent Handbook and Program Statement
- The Program Supervisor will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child transitions to a new program or room, or at the parent's request)
- Written documentation will be kept in each child's file to reflect the sleep patterns identified by the parent, and updated to the documentation will be made whenever changes are communicated to the child care centre
- All sleep arrangements will be communicated to program staff by the Program Supervisor after meeting with the parent/guardian
- Parents will be advised by supervising staff of any significant changes in their child's behaviours during sleep and/or sleeping patterns
- Staff will document their observations of changes in a child's sleep behaviours in the classroom daily written record
- Any changes in sleep behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent

Direct Visual Checks

- Direct visual checks of **all infants and toddlers** will be conducted to look for indicators of distress or unusual behaviours. Direct visual checks will be documented by staff on The Lillio App application for infants and toddlers
- Direct visual checks are not required for children 30 months and over or children engaging in quiet activities, **but** these children will be supervised at all times
- Staff will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children

Procedures

Age Group	Frequency of Direct Visual Checks*
Infant	According to each infant's needs as identified by their parents, or at least every 15 minutes
Toddler	Every 30 minutes

* **This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cold) or if there are other issues or concerns related to the child's health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual needs of each child during sleep as identified by the parents and/or the child's physician must be followed at all times.

Procedures for Completing Direct Visual Checks

1. Staff must
 - i. Be physically present beside the child
 - ii. Check each child's general well-being by looking for signs of distress or discomfort, at a minimum:
 - Labored breathing
 - Changes in skin temperature
 - Changes in lip and/or skin colour
 - Whimpering or crying
 - Lack of response to touch or voice
2. Where signs of distress or discomfort are observed, the staff who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3
 - a) **Where the child wakes up, staff must:**
 - i. Attend to the child's needs
 - ii. Separate the child from other children if the child appears to be ill
 - iii. Document the incident in the daily written record and in the child's ill health record, where applicable
 - b) **Where the child does not wake up, staff must immediately:**
 - i. Perform appropriate first aid and CPR, if required
 - ii. Inform other staff, students and volunteers in the room of the situation
 - iii. Contact emergency services, or where possible, direct another individual to contact emergency services
 - iv. Separate the child from other children or vice versa if the child appears to be ill
 - v. Inform the Program Supervisor/designate of the situation
 - vi. Contact the child's parent

c) Where the child must be taken home or to the hospital, the Program Supervisor/designate must immediately:

- i. Contact the child's parents to inform them of the situation and next steps

d) Where the child's condition has stabilized, and/or after the child has been taken home and or to the hospital, the staff who conducted the direct visual check and any staff who assisted with responding to the incident must:

- i. Follow the serious occurrence policy and procedures, where applicable
- ii. Document the incident in the daily written record
- iii. Document the child's symptoms of illness in the child's individual file

3. Staff must:

- i. Adjust blankets as needed
- ii. Ensure the child's head is not covered
- iii. Ensure there are no other risks of suffocation present
- iv. Input the time the check was conducted into The Lillio App application
- v. Verbally inform other staff in the room that the check has been completed, where applicable and possible

Prohibited Practices Policy

Development Date	September 2016
Revision Date	July 2026
Executive Director	MaryAnn McLennan

Purpose

The purpose of this policy is to ensure that all children receiving child care at Orillia Central Preschool are treated with respect, dignity, kindness, and care. This policy confirms Orillia Central Preschool's commitment to maintaining a safe, supportive, and positive environment that is free from prohibited practices, in accordance with the Child Care and Early Years Act, 2014 and Ontario Regulation 137/15.

Policy

Orillia Central Preschool, in accordance with the Child Care and Early Years Act, 2014 and Ontario Regulation 137/15, will ensure that the following prohibited practices are not permitted with respect to any child receiving child care:

1. Corporal punishment of a child;
2. Physical restraint of a child, such as confining a child to a high chair, car seat, stroller, or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing the child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
3. Locking the exits of the child care centre for the purpose of confining a child, or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
4. The use of harsh or degrading measures, threats, or derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child, or undermine their self-respect, dignity, or self-worth;
5. Depriving a child of basic needs, including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
6. Inflicting any bodily harm on a child, including making a child eat or drink against their will.
7. As of July 1, 2026, engaging in or permitting sexual abuse, sexual misconduct, or any prescribed sexual act, as defined under the Early Childhood Educators Act, 2007 and prescribed under Ontario Regulation 137/15.

All employees, students, and volunteers are expected to comply with this policy at all times.

Procedure

This policy will be reviewed with all employees, students, and volunteers before they begin their involvement with children and at least annually thereafter. Written acknowledgment of this review will be maintained on file.

In addition to this policy, Orillia Central Preschool will maintain a written procedure for tracking and monitoring the disciplinary practices of all employees, students, and volunteers who care for children. Records related to monitoring will be kept on file for at least two years from the date the entry is made.

Monitoring of prohibited practices will be maintained through the implementation of Orillia Central Preschool's Program Statement and Philosophy. Rather than setting out practices intended to control or manage children's behaviour, Orillia Central Preschool employees, students, and volunteers will support positive, respectful, and caring interactions between children, families, staff, and the community.

Non-Compliance

Any contravention of this policy may result in disciplinary action, up to and including dismissal. Disciplinary action may include, but is not limited to:

1. Counselling;
2. Oral reprimand;
3. Written reprimand;
4. Suspension; and/or
5. Dismissal.

The level of disciplinary action will depend on the nature and seriousness of the incident, the circumstances involved, and any previous related concerns.

A serious contravention of this policy may result in immediate disciplinary action and may be subject to reporting requirements in accordance with applicable legislation, regulations, Ministry of Education requirements, and Orillia Central Preschool policies and procedures.

Important Note

Effective July 1, 2026, regulatory changes under the CCEYA expand the prohibited practices requirements to include sexual abuse, sexual misconduct, and prescribed sexual acts. Orillia Central Preschool will ensure this policy and the parent handbook reflect this requirement.

Effective July 1, 2026, additional Criminal Code (Canada) offences are prescribed for the purposes of section 9 of the CCEYA. Any person working in or providing licensed child care who has been convicted of a prescribed offence must notify the licensee immediately and cannot continue working in or providing child care. This includes, but is not limited to, prescribed offences related to sexual exploitation, invitation to sexual touching, voyeurism, publication of an intimate image without consent, luring a child, sexual assault, aggravated sexual assault, abduction of a person under 14, and obtaining sexual services from an individual under 18.

Reference: Child Care and Early Years Act, 2014; Ontario Regulation 137/15; Early Childhood Educators Act, 2007; Ministry of Education summary of upcoming regulatory changes under the CCEYA.

Management Contact

Executive Director: MaryAnn McLennan

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